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FEB 24 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : T/O Changes Required to Implement CIA Responsibilities Under NSC-169, Dated 27 October 1953

1. The attached proposal (Tab 1), from the Deputy Director (Intelligence) to the Deputy Director (Administration) has been coordinated by the Management Improvement Staff with the Budget Division and with Office of Personnel. The Office of Personnel memorandum is attached hereto (Tab 2).

2. NSC - 169 charges CIA with responsibility for two activities:



25X1X4

3. Tab 1 contains proposals for the addition of 32 ceiling positions to the DD/I area at a cost of \$38,000 in order to carry out these responsibilities for the remainder of the current fiscal year. Twelve of the additional ceiling positions are to be used by OSI in establishing, within its

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Twenty additional ceiling positions are to be used by OCD in establishing, within its Special Register, a Barton Hall Branch. In addition, it is estimated that a maximum of 30 additional ceiling positions will be required by OCD Special Register for fiscal year 1955.

25X1X4

4. The Assistant Director for Personnel has concurred in the OSI T/O request as presented and has recommended certain title and grade changes in the OCD T/O request (concurred in by OCD) which will more accurately reflect the duties and responsibilities of the positions involved. This recommended staffing pattern for OCD Special Register,

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Barton Hall Branch is included as Tab 2.

5. The nature of the two new activities is such as to preclude any precise determination, at this time, of actual personnel needs for the next fiscal year. Manpower needed, both within OSI [REDACTED] and within OCD Special Register, will depend upon actual operating conditions. Special Register manpower, for example, will be determined largely by the flow of information from various U. S. monitoring agencies, and the volume of such information to be received cannot be anticipated accurately at this time. The OCD proposal for the current fiscal year provides for the establishment of a pilot operation which can be used as a basis for more accurate estimates of future workload. Similarly, the OSI proposal is based upon the size and type of organizational component normally required for work of this nature; it is not intended to provide for precisely the number and types of personnel needed for this specific operation.

The minimum and maximum estimates for fiscal year 1955 are as follows:

	<u>OCD</u> <u>Minimum</u>	<u>Maximum</u>
Positions	20	50
Average Employment	5.2	34.0
Personal Services Costs	\$27,523	\$180,831
Other Objects	2,477	55,560
	<u>\$30,000</u>	<u>\$236,391</u>

	<u>OSI</u> <u>Minimum</u>	<u>Maximum</u>
Positions	12	12
Average Employment	1.0	12.0
Personal Services Costs	\$6,845	\$70,430
Other Objects	1,350	8,790
	<u>\$8,195</u>	<u>\$79,220</u>

If the maximum number of positions for fiscal year 1955 was necessary, OCD average salary would be increased from \$4,324 to \$4,365 or \$41 per A. E., while average salary for OSI would be decreased from \$6,073 to \$6,065 or \$8 per A. E. No provisions have been made in FY 1955 budget estimates for these new requirements, but the Bureau of the Budget has been advised that the FY 1955 personnel ceiling will probably have to be increased. Accordingly, if workload data justifies the additional ceiling for OCD for FY 1955, there will be no difficulty in this matter.

6. It is recommended that:

- a. The DD/I area ceiling for the remainder of the current fiscal year be increased by 32 positions from the

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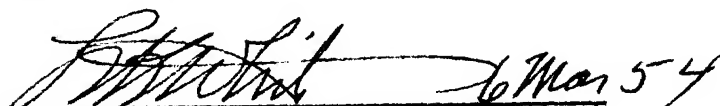
Director's Reserve.

- b. Consideration of fiscal year 1955 ceiling requirements be deferred pending the accumulation of workload data by OSI and OCD sufficient to permit a more accurate estimate of personnel requirements.
- c. The proposed T/O's attached as Tabs 3 and 4 be approved.

  
E. R. SAUNDERS  
Comptroller

Attachments: Tabs 1, 2,  
3, 4.

APPROVED: \*

  
Acting Deputy Director (Administration)

\* Except that the ceiling increase for the DD/I area be effected by increasing the Agency total ceiling in a like amount.

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